

Vacant

DUTY STATEMENT

Classification: Energy Commission Specialist III (EFF)	Position No. 400-4937-005
CBID: R10	Office: Administration
Date Prepared: September 2, 2008	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist III (EFF) is under the general direction of the Deputy Director of the Efficiency and Renewable Energy Division and assists in all aspects of the Division programs and policies. The incumbent functions as an extension or augmentation to the Deputy Director (CEA III). The incumbent is the Energy Commission's top subject matter expert in the development and implementation of strategies to reduce GHG emissions particularly related to energy efficiency in buildings, appliances, industrial, commercial, and agricultural sector and serves as a highly skilled practitioner, prime resource person and innovator in this area. The incumbent will apply this expertise to assist the Energy Commission in assuring that the activities mandated in Health and Safety Code, Division 25.5 the Global Warming Solution Act of 2006 (Act) are carried out. In this capacity, the incumbent assists the Deputy Director with legislative correspondence, development and implementation of work plans and budget change proposals, and selecting appropriate staff to develop programs, requiring skills and knowledge of the highest work with the most critical or sensitive nature.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 25% Serve as the Energy Commission's top technical subject matter expert in conducting analysis of GHG emission reductions associated with a broad range of strategies designed to improve energy efficiency in all sectors of California's economy. Evaluate GHG measures that will increase the adoption of cost-effective efficiency improvements and assess the market potential. (E)
- 20% Act as primary point person to the Office of Governmental Affairs for all legislative issues pertaining to the Division. Track, assign, review, and assure quality and timely analysis for legislative proposals, bills, and responses to legislative inquiries. (E)
- 15% Act as lead and direct intra- and inter-divisional teams in developing methods to accurately quantify potential energy savings through efficiency improvements, evaluate changes in GHG emissions resulting from reduced electricity demand, and design programs for market-based mechanisms to promote efficiency. (E)

- 10% Provide direction and leadership for projects requiring broad policy perspective, politically sensitive, and special projects that involve interoffice and interdivisional coordination. (E)

- 10% Prepare reports and presentations in public workshops on the GHG outcomes of strategies related to energy efficiency improvements. Serve as manager on technical support contracts related to energy efficiency GHG emission reduction strategies. (E)

- 10% Testify at Energy Commission hearings on behalf of the Energy Commission before legislative bodies, governmental entities, agencies on highly complex and technical problems relating to energy efficiency and GHG emissions. Advise the Governor's Office, Commissioners, management staff, legislative bodies, governmental entities, other Commissions, and agencies on the evaluation of climate and energy efficiency policy developments at the local, state, regional, national, and international levels related to energy efficiency. This may involve the evaluating the relative importance and implications of emerging GHG reduction policies associated with improved energy efficiency, especially those related to market-based incentive mechanisms. (E)

- 5% Evaluate Division activities, projects and performance to ensure compliance with Energy Commission mandates and policies to ensure continuity with program missions and goals. (E)

- 5% Perform other duties consistent with the responsibilities of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-top: 1px solid black; margin-top: 80px; display: flex; justify-content: space-between;"> VACANT Date </div> <div style="margin-top: 5px;">Energy Commission Specialist III (EFF)</div>	<div style="border-top: 1px solid black; margin-top: 80px; display: flex; justify-content: space-between;"> VALERIE T. HALL Date </div> <div style="margin-top: 5px;">Deputy Director</div>